



June 26, 2015

To: Executive Board

Subject: **Appointment of Foothill Transit Board Secretary**

Recommendation

Adopt Resolution No. 2015-06 (**Attachment A**) designating the Board Support Services Manager/Executive Assistant as the Foothill Transit Board Secretary.

Analysis

The L.A. County Board of Supervisors, Commission Services division has provided Board Secretary Services to Foothill Transit since the creation of the agency. In recent times those services have consisted of taking and preparing the minutes for the Foothill Transit Executive and Governing Board meetings, maintaining distribution lists and posting of the agenda on the L.A County website.

Currently, Foothill Transit board support staff handles the preparation of the agenda packet, posting of the agenda internally, and internal distribution of the agenda packet. Now that management has been brought in-house the duties currently handled by the L.A. County Commission Services division can be fulfilled by the board support staff.

As indicated below, Section 3.E of the Foothill Transit Joint Powers Authority (JPA) allows for the Executive Board to appoint the Board Secretary.

Secretary, Treasurer, Auditor and Counsel

The Board may appoint a Secretary of the Board. Subject to the restrictions contained in Sections 6505.5 and 6505.6 of the California Government Code, the Board may designate the treasurer and auditor of Foothill Transit or may appoint one of its officers to either or both of such positions. Unless and until the Board makes a contrary designation or appointment, the Executive Officer-Clerk of the Board of Supervisors shall be and act as the Secretary of the Executive Board, the County Treasurer shall be and act as the Treasurer of Foothill Transit, and the County Auditor-Controller shall be and act as the Controller (Auditor) of Foothill Transit. The County Counsel shall, on request, advise the Board in connection with any business relating to the Foothill Transit. The



Board may employ other counsel to represent the Foothill Transit in any manner.

If the Executive Board were to adopt the resolution, proper notification would be provided to the L.A. County Board of Supervisors Commission Services Division of Foothill Transit's intentions to assume these duties with in-house staff. It is expected that in-house staff will assume these duties with the August 28, 2015 Executive Board Meeting.

Budget Impact

The recommended action will have no material budget impact. The current monthly cost for the services provided by the County is approximately \$1,220. Payments to the County will be eliminated; however, this cost reduction will be off-set by increased direct administrative costs.

Sincerely,

Christina Lopez
Board Support Services Manager/
Executive Assistant

Doran J. Barnes
Executive Director

Attachment



RESOLUTION NO. 2015-06

**A RESOLUTION OF THE EXECUTIVE BOARD OF FOOTHILL TRANSIT APPOINTING THE
BOARD SUPPORT SERVICES MANAGER/EXECUTIVE ASSISTANT AS THE BOARD
SECRETARY**

The Executive Board of Foothill Transit does resolve as follows:

1. Findings. The Executive Board hereby finds and declares the following:

A. California Government Code Section 6505.5 requires Foothill Transit to designate an individual to fill the office of Board Secretary, while Section 6505.6 provides that an employee of Foothill Transit may fill either office.

B. Section 3.E of the Foothill Transit Joint Exercise of Powers Agreement provides that the Executive Board may designate the Board Secretary.

C. The Executive Board desires to appoint the Board Support Services Manager, an employee of Foothill Transit, as its Board Secretary.

2. Action.

A. The Board Support Services Manager/Executive Assistant is hereby appointed as the Board Secretary of Foothill Transit, and this appointment shall remain in full force and effect until such time, if any, as the Executive Board may amend or rescind this Resolution.

3. Adoption. PASSED AND ADOPTED at a meeting of the Executive Board held on June 26, 2015, by the following vote:

AYES:

NOES:

ABSTAIN:

APPROVED AS TO FORM:
Darold D. Pieper, Attorney at Law

By: _____
Darold Pieper, General Counsel

CAROL HERRERA, Chair

ATTEST:
Garen Khachian, Commission Services
Los Angeles County Board of Supervisors

By: _____
Secretary